



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center		
RFP NUMBER:	NJDOT RESEARCH PROJECT MANAGER: Nicholas Vitillo		
TASK ORDER NUMBER/Study Number:	PRINCIPAL INVESTIGATOR: Dr. Ali Maher		
Study Start Date:	01/01/2003	Period Covered: 4th Quarter 2003	
Study End Date:	12/31/2003		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
Activity				
1. Compile and Maintain Mail List	1.88		97.63	1.84
2. Publish Monthly Newsletter	10.30		96.00	9.88
3. Distribute Technology Transfer Materials	15.45		75.87	11.73
4. Provide Technical Assistance	34.25		87.40	29.93
5. Provide Training	33.31		82.20	27.38
6. Evaluate Effectiveness of Program	4.81		100	4.81
Final Report				
TOTAL	100			85.66

1. Progress this quarter by task:

A. Compile and Maintain Mail List

The mail list was updated on an as needed basis during this quarter.

B. Publish Monthly Newsletter

Three newsletters were published this quarter. Newsletter distribution occurred via email. The newsletter is available in three forms: within the email, attached to the email in PDF format, and posted online at the LTAP web page. All subsequent issues are archived under the "Library" section of the LTAP the web page.

Volume 5, Number 10 was published in October 2003. This issue featured the 2003 Road Scholar Program graduates, the TEA-21 five-month extension, Put the Brakes on Fatalities Day, a Public Works Survey and updated events and course offerings. The monthly "*Free for the Asking*" offering was an interactive CD ROM- "**WORK ZONE SAFETY FOR ROADWAY MAINTENANCE OPERATIONS**" produced by the Center for Advanced Infrastructure and Transportation at Rutgers University, in cooperation



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with Advanced Technology Concepts, Inc, the New Jersey Division of Highway Traffic Safety, and the National Highway Traffic Safety Association.

Volume 5, Number 11 was published in November 2003. The eleventh newsletter of this year included an article on the 5th Annual NJDOT Research Showcase, a new congestion study conducted by the Texas Transportation Institute, and information on roadway safety in New Jersey. Also, events and course schedules, as well as a “*Free for the Asking*” offering- “***Walkable Community: Common Characteristics of Pedestrian Friendly Communities***”, a publication published by the United States Department of Transportation, Federal Highway Administration were included.

Volume 5, Number 12, was published in December 2003. This issue featured information on the upcoming Spring 2004 educational programs, the 2004 Trans Action Conference, and a *Free for the Asking*” offering. In addition, an updated events calendar was included.

C. Distribute Technology Transfer Materials

Technology transfer materials were distributed during training seminars, workshops, and free for the asking requests. Course materials, work zone safety pocket guides, technical publications, and reference materials from the lending library were made available. 3,600 individuals received each issue of the newsletter. In addition, 507 technical publications and manuals were distributed this quarter. Aside from training materials, these included pavement markings identification guides, work zone safety interactive CD-ROMS, and technical reports.

D. Provide Technical Assistance

There were 511 instances of technical assistance provided by LTAP staff. Requests were made via telephone, mail, e-mail, and fax.

E. Provide Training

Training was provided to 240 individuals via 15 programs during the October- December quarter. Program areas were composed of conferences, Road Scholar I and Road Scholar II.

F. Evaluate Effectiveness of Program

Program effectiveness was measured by course evaluations for each course and each instructor. Participants rated the over all quality of courses, instructors, and course content at or above their expectations.



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2. Proposed activities for next quarter by task

A. Compile and Maintain Mail List

Contact information will continue to be added to, and revised, on a continual basis.

B. Publish Monthly Newsletter

Newsletters will be published monthly. The newsletter will be continually offered online in both html and PDF formats, and in a simple email format.

C. Distribute Technology Transfer Materials

Technology transfer materials will be distributed during training programs, conferences and trade shows. The “Free for the Asking” component of the newsletter will continue to offer select technical publications free of charge. The lending library is always available.

D. Provide Technical Assistance

Technical assistance will be provided for any inquiries made via telephone, fax, or e-mail to the LTAP staff.

E. Provide Training

Training programs for the next quarter will be provided for the Public Works Road Scholar I and Public Works Road Scholar II Programs, the Public Works Academy, Municipal Engineering Construction Inspection I and II, and a 3-Day Public Works: Incident Command System is scheduled for January 2004.

F. Evaluate Effectiveness of Program

Course evaluations will be completed at each training program for each instructor. Follow-up course surveys for participants are under development. The quarterly meeting of the Advisory Committee will also reflect evaluation of program activities.



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3. List of deliverables provided in this quarter by task: (product date)

Newsletter:

Volume 5, Number 10	October 2003
Volume 5, Number 11	November 2003
Volume 5, Number 12	December 2003

Training Programs:

Drainage Maintenance: The Key to Roads that Last, Road Scholar I	October 1, 2003
Asphalt Roads: Common Maintenance Problems, Road Scholar I	October 1, 2003
Superpave, Road Scholar II	October 7, 2003
Third Annual Local Research Showcase	October 8, 2003
Effective Incident Documentation, Road Scholar I	October 15, 2003
Hazard Communications and Awareness, Road Scholar I	October 15, 2003
Public Works: Preparing For And Responding To Terrorism and Weapons Of Mass Destruction, 3-day conference	October 15-17, 2003
Grant Writing for Public Works, Road Scholar II	October 28, 2003
Trenching and Excavation Safety, Road Scholar I	November 5, 2003
Confined Space and Excavation Rescue, Road Scholar I	November 5, 2003
Successful Budgeting for Public Works, Road Scholar II	December 2, 2003
Low Cost Surface Rehabilitation, Road Scholar I	December 3, 2003
Hot Mix Asphalt Resurfacing, Road Scholar I	December 3, 2003
Winter Maintenance, Road Scholar I	December 3, 2003
Preventive Maintenance, Road Scholar I	December 3, 2003

4. Progress on Implementation and Training Activities

N.A.

5. Problems/Proposed Solutions

N.A.

6. Budget Summary*

Total Project Budget(# of years)	\$275,000
Total Project Expenditure to date	\$235,577
% of Total Project Budget Expended	86%
Task Order Number/Study Number:	
Current Task Order Budget (# of years)	\$275,000
Actual Expenditure to date against current task order	\$235,577
% of current task order budget expended	86%

* These are approximate expended amounts for the project; these estimates are for reference only and should not be used for official accounting purposes. For a more accurate project accounting please review the quarterly invoice for this project